

**Leyden Select Board  
Leyden Town Offices  
Regular Session Minutes  
May 19, 2021  
6:00pm**

**Select Board Members Present:** Bill Glabach, Jeff Neipp

**Others Present:** Michele Giarusso, Don Jacobs, Ginger Robinson, Michele Higgins, John Higgins, Barbara Francis, Nate Messer, Dan Galvis

Bill called the meeting to order at 6:03 pm.

**Motion:** Jeff moved the minutes of May 10, 2021 as written. Unanimous.

**Don Jacobs from DIJ Management Consulting Services** discussed the Compensation Study he is working on for the town. Don gave an overview of what he does as a consultant managing compensation for cities and towns. He stated it is a difficult job for select boards due to lack of understanding of compensation. He stated it is critically important in how you pay positions both in towns and in the marketplace. He stated it is about developing a process that can be used in the future and has nothing to do with money at this point or what the town should pay. Now that the draft of job descriptions (position titles) has been complete he will follow 3 objectives in the development of a classification plan. First, he will look at the essential functions of the position, then the comparable value (knowledge, ability and skill level) then the similar working conditions (physical demands etc). He will then tailor and apply the position appraisal method (this will identify what a position is worth), this is specifically designed for local governments in mind with looking at comparable positions found in similar municipalities then evaluate the classifications. He presented an evaluation criterion outline for classifications in his packet. From this grade levels will be identified he guesses Leyden would not have more than 3 grades. From this pay equity can be determined. MA passed a pay equity law 2 years ago. You are required to follow this and that is why he is sure DLS stated to hire a consultant for this. Once complete this process should be used to pay current and new employees. He went to say hopes to conduct a salary survey by next week of the outline of towns he has given. If the board would like any other towns included, he should let Michele know so he can add. He wanted to stress from there the town should begin to discuss with finance committee what the town should pay. Nate Messer spoke up and stated anywhere he has worked this is how it is done. The employee knows what the job description is and what the pay range is. He is glad this is being done. Don stated he was not sure if this will be done by town meeting.

**Annual Town Meeting budget** and warrant-Ginger Robinson stated she is having a difficult time receiving information from town accountant. It has been a few weeks now and she is not at all confident in the information she has received from the accountant. She went on to say the broadband information is not there and how will she be able to know if this is all correct. Much discussion followed in regard to broadband budget and Jeff stated he does think it is incorrect, something is wrong. He thinks revenues are not correct. Michele stated it may be gross revenues and not net so the retained earnings will not be anything. All agreed it needed to be looked into further. Jeff thinks something is wrong with accounting. He thinks something was missed between accountants. Bill stated maybe we should have a joint meeting next Tuesday with all involved. Jeff suggested invite town accountant, treasurer and manager of MLP. Michele asked if she should have them bring their laptops with them so answers to questions can be given in real time. Michele will compose an invite asking for some specifics discussed. Also discussed broadband debt and what we should do to pay the bond down.

**Assessor's** – Assessor's would like to hire a consultant since their clerk has not been coming to work and they are getting far behind. The person they want to hire has a lot of experience and knows Patriot software. Much discussion on how much this will cost and where to find the funding. Jeff said money can be moved around from other accounts.

**Motion:** Jeff moved to hire consultant for Assessors. Unanimous.

**Municipal assistant**-Michele shared we have received Age Friendly Status from AARP. The information is in correspondence folder. The grant was received with several other Franklin County towns. Bill Ennen has sent an email stating the closeout of broadband is complete. We have received all the money except for CAF. Michele asked if the board has any issues with MEP dredging the upper pond of the Leyden reservoir. She received a phone call and email (in correspondence) stating this was approved in 2017 but has been delayed. Bill stated no issues it is too bad Greenfield sells their water to Montague and we do not receive any revenues from that. Michele asked if there would be any Memorial Day activities this year as The Recorder is asking. Bill stated yes on Monday the 31<sup>st</sup> at 10am there will be a service at the town common and he will be putting up flags in the cemeteries on the 30<sup>th</sup> with volunteers helping. Michele will let the Recorder know. Michele stated at a school committee meeting she asked about children's lunches being delivered to Leyden this summer. The issue is the district does not have any money for bus transportation. Michele asked Tanya Gaylord the business manager to get quotes on transportation cost for bus service. She thinks this would be an appropriate reimbursement through the CAREs act. Tanya emailed Leyden's share would be \$2500. Bill stated ok to take out of Cares Act money.

**Citizen's concerns:** Dan Galvis has had numerous complaints about trucks on Mid County Road. Select board advised him to take action as needed. Dan would also like the select board to put a warrant article on the annual town meeting warrant to have Paul Mark sponsor a bill to let him work until 72 years old. Dan has already contacted Paul and he said he would sponsor one.

**Motion:** Bill moved to adjourn the meeting at 9:00pm. Unanimous.

Respectfully Submitted,  
Michele Giarusso